

# Cover Letter Template Format

|                                 |   |
|---------------------------------|---|
| <b>Sender's Information</b>     | [Your Name]<br>[Your Address]<br>[Your City, State, Zip Code]<br>[Your Phone Number]<br>[Your Email Address]  |
| <b>Date written</b>             | [Date]  |
| <b>Receiver's Information</b>   | [Hiring Manager's Name]<br>[Company Name]<br>[Company Address]<br>[Company City, State, ZIP Code]   |
| <b>Salutation</b>               | Dear Hiring Manager (or [hiring manager's name]),   |
| <b>Opening paragraph</b>        | My name is [your name]. I'm excited to be applying for the [job title] position at [Company Name]. [Short overview of your expertise, skills, and most outstanding accomplishments in the field]. [Your interest in this role and briefly explain how it matches your career goals].  |
| <b>Experiences &amp; skills</b> | <p>During [number of years] years of experience, I have [major job responsibilities]. My greatest accomplishments are [relevant past achievements]. These experiences have allowed me to gain [skills relevant to the position] which I believe will allow me to [how you want to contribute and help the company grow].</p> <p>In addition to my experience, I have a solid educational background with a [educational degree] in [major of study]. I'm also a/an [personal trait] individual who is [soft skill #1, soft skill #2, soft skill #3...].</p> |
| <b>Call-to-action</b>           | I am confident that the professional experience and skills I've obtained in previous positions have prepared me for this opportunity. I would love to meet you and discuss further on how I might be an asset to the [name of team, department or company].   |
| <b>Closing paragraph</b>        | I have attached my resume for your reference. Thank you for your consideration and for taking the time to review my application. I look forward to hearing from you so we could discuss my contributions further in an interview at your convenience.   |
| <b>Sign-off &amp; signature</b> | Sincerely,<br>[Signature]   |

## Cover Letter Top

**Don A. Dillman, Jolene D. Smyth, Leah  
Melani Christian**

## Cover Letter Top:

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Are you looking for a career change Have you been a victim of downsizing It has been said that the only true success in life is to have lived life in your own way What would life be like if you lived your life in your own way When was the last time that you thought about it Did you have a dream like most of us as you were growing up to be or to do something and life got in the way Wouldnt it be wonderful if you could get up tomorrow and go to work in a position where you would feel as though you are contributing something to the organization Or being employed where you are appreciated for what you do Or better yet work in a position that you know you are making a difference Life is too short to spend time in a career that is not fulfilling Too many people ask themselves what kind of job or career would be best for them Why is it that we focus on the what rather than the how Well it is possible but you must make it happen You cant wait for employers to come to you You have to take charge of the direction of your career direction yourself What is your rationale for reading this book Could it be one of the following You are searching for a more satisfying career You have been downsized from a job You are starting your first job search Feelings like your opportunities for growth are limited where you are presently There is a basic conflict of values on the job You are a Baby Boomer and are now seeking a career that you hope will be more satisfying than what you have done so far in life There has been a significant life event that is propelling you to make a career change It could be something like a near death experience divorce turning 40 or 50 or physically unable to do the job that you have done in the past You feel as though by changing jobs you will increase your earning power You would like to pursue a dream or complete a mission Maybe you were fired or laid off and need to make a career change You have retired and now are seeking a rewarding career that you would enjoy more You have climbed the corporate ladder and your priorities have changed Often we allow corporations or organizations to manage our careers In my private career coaching practice I have helped literally thousands of individuals who have allowed corporations to totally control their lives and when they have been job eliminated or the company is acquired by another public traded corporation they find themselves searching for a new direction with their career I feel privileged like other ca

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